

CORRECTIONAL CASE RECORDS ANALYST

REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: January 8th, 2007

Collective Bargaining Identification: R01

Job Analysis Conducted By: Lisa D. John, Associate Personnel Analyst
Department of Corrections and Rehabilitation

Number of Incumbents: There are 560.30 incumbents in this classification per Department of Corrections & Rehabilitation Filled/Vacant Position Report dated October 26, 2006.

Names of the Subject Matter Expert(s) and their background:

CATHY ANN HEIFNER, CORRECTIONAL CASE RECORDS ANALYST, DIVISION OF INSTITUTIONS, CORRECTIONAL CASE RECORDS SERVICES UNIT

Cathy has been with the Department of Corrections and Rehabilitation for over 12 years. She is currently a Correctional Case Records Analyst, Correctional Case Records Services Unit at the Division Headquarters for over 6 years with the CDCR.

CHANDRA WHITE, CORRECTIONAL CASE RECORDS MANAGER, DIVISION OF INSTITUTIONS, CORRECTIONAL CASE RECORDS SERVICES UNIT

Chandra has been with the Department of Corrections and Rehabilitation for over 20 years. She is currently a Correctional Case Records Manager, Correctional Case Records Services Unit at Division Headquarters. She was previously a Case Records Supervisor for over 5 and a Case Records Analyst for over 9 years with the CDCR.

CINDY FREHNER, CORRECTIONAL CASE RECORDS SUPERVISOR, DIVISION OF ADULT PAROLE OPERATIONS, CORRECTIONAL CASE RECORDS SERVICES UNIT – SOUTHERN REGION

Cindy has been with the Department of Corrections and Rehabilitation for over 28 years. She is currently a Correctional Case Records Supervisor, Division of Adult Parole Operations, Correctional Case Records Services Unit at the Southern Division Headquarters. She was previously a Case Records Analyst for over 18 years with the CDCR.

MONIQUE ALLEN, CORRECTIONAL CASE RECORDS ANALYST, DIVISION OF ADULT PAROLE OPERATIONS, CORRECTIONAL CASE RECORDS SERVICES UNIT – SOUTHERN REGION

Monique has been with the Department of Corrections and Rehabilitation for over 19 years. She is currently a Correctional Case Records Analyst, Division of Adult Parole Operations, Correctional Case Records Services Unit at the Southern Division Headquarters for over 14 years with the CDCR.

SHARON DAUGHTERS, CORRECTIONAL CASE RECORDS SUPERVISOR, DIVISION OF ADULT PAROLE OPERATIONS, CORRECTIONAL CASE RECORDS SERVICES UNIT – NORTHERN REGION

Sharon has been with the Department of Corrections and Rehabilitation for over 31 years. She is currently a Correctional Case Records Supervisor, in the Division of Adult Parole Operations, Correctional Case Records Services Unit - Northern Region. She was previously a Correctional Case Records Analyst for over 3 years with the CDCR.

CORRECTIONAL CASE RECORDS ANALYST INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California Specification
- State of Washington Specification
- California Department of Corrections and Corrections Duty Statements

Other sources were viewed for information (i.e., California Department of Corrections Personnel Operations, Office of Selection Services History File); however, the information was not relevant to the job analysis and therefore not included.

SME's reviewed the existing job analysis for Correctional Case Records Analyst dated September 9 – 11, 2002, to provide any necessary updates/changes. Minor changes were made to include language changes consistent with the Department's reorganization of July 1, 2005.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked 09/09-11/2002.